

MEMORANDUM FOR SEE DISTRIBUTION

S: 13 November 1997

SUBJECT: Announcement of Army Comptrollership Program (ACP) Class of 1999 for Civilian Employees, Syracuse University (SU), and Follow-On Assignments

This memorandum supplements guidance in AR 690-400, Chapter 410 (Training), AR 690-950 (Career Management), and the OASA(M&RA) FY 97 Catalog of Civilian Training, Education & Professional Development Opportunities. It provides requirements and procedures for the nomination, attendance, and post-training utilization of Army civilian members of ACP Class of 1999, to be conducted 12 June 1998 - 11 August 1999. This announcement is on the OASA(FM&C) homepage, <http://www.asafm.army.mil>. Army civilian candidates will be competitively selected in January 1998 by a DA central board and placed in follow-on job assignments in May 1998, before the training begins. The longest-lead requirement in applying is to take the Graduate Management Admission Test (GMAT), in June or October 1997. GMAT scores are valid for only five years.

The 14-month program is delivered in three semesters and one summer session by faculty of Syracuse University. The 51-credit hour graduate curriculum addresses Army Comptrollership needs. It combines concepts, theories, and principles of the business-oriented sector and principles and practices of public administration with the "real world" processes and practices of Army resource management. In half the classes, ACP students mix with other Syracuse MBA students, while the rest are just for ACP students.

ACP seeks to develop competencies in an integrated core of courses including Economics, Accounting, Finance, Management Information Systems, Human Resources, Ethics, Operational Management, Marketing, Business Strategy, and Data Analysis. Several unifying theme courses provide overviews of diversity, total quality, global competition, critical thinking, and the environment. Other courses build proficiency in computers, mathematics, communications, teamwork, and managing conflict.

The ACP-only classes address U.S. National Defense Policy, Contracting, and Activity-Based Costing. Electives are offered in Logistics, Auditing and other areas based on functional needs. In addition, two seminars in Defense/Army Comptrollership link the academic MBA experience with students' own practical exposure to field resource management in the dynamic Defense environment. Questions on the curriculum can be referred to Syracuse University's (SU) Director of Army Programs, Colonel(R) Dave Berg, (315)443-2898, dberg@som.syr.edu.

ACP is open to Army GS 11-13 employees registered in the Comptroller Civilian Career Program, CP-11, and to those in other positions in which over 50% of the duties support resource management. Other Department of Defense components/agencies are invited, at their own expense, to sponsor candidates for the program. Nomination of employees in underrepresented groups is encouraged. Candidates should be outstanding

and productive career employees who have demonstrated high potential. Employees with graduate degrees may be nominated, but it must be clearly shown how their ACP attendance would benefit the Army.

Two sets of documents are needed to apply for ACP: (1) an Army nomination packet and (2) an SU enrollment application. Contact the SU Army Programs Office (see above) for forms, available in hard copy only. Privacy Act Statement and nomination and selection criteria are at attachment 1. Format, contents, and addresses for complete packages are given at attachment 2. Army nominations are due in **one** copy on *single-sided* documents (reverse sides blank) to reach OASA(FM&C), Attn: SAFM-PO, 109 Army Pentagon, Washington, DC 20310-0109 by 13 November 1997. Commanders and agency heads should rank candidates in priority order.

SU applications are due also on 13 November 1997 at the SU Army Programs Office, 310 School of Management, Syracuse NY 13244-2130. Recommendation letters figure importantly in the process and warrant special attention to show a connection or link to candidates' Army nomination letters. A GMAT score later than June 1993 is recent enough; otherwise, one must retake the test. Test scores must be in hand in time to meet the 13 November deadline. GMAT results weigh heavily in the process, with a 500 or 55th percentile score being a good predictor of success in the program.

A board of senior Army resource managers will evaluate Army nominations, interview candidates, and propose a selection list for approval by the CP-11 Functional Chief Representative. Approved candidates will be offered training at ACP with ***same-grade reassignment*** to a new position anywhere in the Army, worldwide, in the same or a different job series, and must accept or decline both at once. The new position may be at the same duty location or in a different geographic location. Candidates, supervisors and commanders have important roles in identifying, defining and recommending operational assignments in the application process, including completion of Tab D, Operational Assignment Form (see attachment 3, page 3-5) and letters of endorsement at all levels.

Army ACP selectees will normally be reassigned by Notification of Personnel Action, SF 50, to their accepted operational assignments, with an effective report date in May 1998, before the SU ACP orientation in June. Unless an operational assignment is overseas, the ACP selectee will report in person for in-processing at the civilian personnel advisory center (CPAC) servicing the new activity and sign a transportation agreement extending one year beyond ACP graduation. When that is done, the same CPAC will issue orders assigning the ACP selectee to long-term training (LTT) and will out-process him or her for Syracuse University. During this out-processing, the new ACP student will sign an agreement committing to continue in DoD employment upon graduation for three times the length of the training (i.e., 42 months) and will also sign an agreement covering contingencies in the event of failure to complete ACP.

Assignment to LTT will normally be on a TDY basis, at up to 55% of the per-diem rate for Syracuse, NY, per Volume II, Joint Travel Regulations (JTR). Reimbursement of per diem for TDY of more than one year is ordinary income in the year received, per the Internal Revenue Service (IRS). The day after graduation, TDY ends, students are considered to have returned to new job sites, and final TDY claims must be prepared.

Point of contact is Tony Polzak, SAFM-PO, DSN 227-2729, (703) 697-2729, [polzakl@pentagon-asafm.army.mil].

Neil R. Ginnetti
Principal Deputy Assistant Secretary of the Army
(Financial Management and Comptroller)

Attachments

DISTRIBUTION:

Army Civilian Personnel Advisory Centers (ATTN R&P and T&D)

SAMR-CP	SAAA-RM	SFCP-CO	DAIM-ZA
SACW	SAAG-ZA	JDRSW	DACS-DPZ
SAILE	SAIS-ZC	DALO-RM	DAMI-ZB
SARD-ZAC	NGB-ARC	DAMO-ZR	DAAR-CO
SAFM-RB	SAFM-FO	SAFM-BU	SFFM-CA

COMMANDERS

- US Army Forces Command (AFRM)
- US Army Pacific (APRM)
- US Army Europe and Seventh Army (AEAGF)
- US Army Materiel Command (AMCRM)
- US Army Training and Doctrine Command (ATRM)
- US Army Medical Command (MCRM)
- US Army Corps of Engineers (CERM)
- US Army Military District of Washington (ANRM)
- Eighth US Army (FKRM)
- US Army South (SORM)
- US Army Criminal Investigation Command (CISP-RM)
- US Army Intelligence and Security Command (IARM)
- US Army Recruiting Command (RCRM)
- US Army Military Entrance Processing Command (MEPCRM)
- US Army Strategic Defense Command (CSSD-RM)
- Military Traffic Management Command (MTRM)
- US Army Concepts Analysis Agency (CSCA-MSF)
- US Army Force Management Support Agency (MOFI)

Superintendent, US Military Academy (MARM)

PROGRAM EXECUTIVE OFFICERS

- Tactical Missiles (SFAE-MSL) Missile Defense (SFAE-MD)
- Field Artillery Systems (SFAE-FAS) Aviation (SFAE-AV)
- Tactical Wheeled Vehicles (SFAE-TWV)
- Armored Systems Modernization (SFAE-ASM)
- Intelligence and Electronic Warfare (SFAE-IEW)
- Command, Control & Communication Systems (SFAE-C3S)
- Standard Army Management Information Systems (SFAE-PS)

CF: Army Programs Office, Syracuse University
OASA(M&RA) - Central Programs Office

PRIVACY ACT STATEMENT. The Privacy Act of 1974 (Public Law 93-579) requires each individual who is asked to volunteer, or is required to furnish personal information, or about whom personal information will be furnished, to be advised of the following:

Authority. Chapter 41, Title 5, United States Code.

Principal Purpose. To provide information to Department of the Army officials for use in assessing personal skills, knowledge and abilities needed to support proposed training assignments and in making selections for post-training assignments for civilian employees.

Routine Uses. Information to be furnished by or about civilian employees nominated by employing activity for official assignment to the Army Comptrollership Program will be used by Department of the Army officials to process approval of proposed assignments.

Mandatory or Voluntary Disclosure and Effect on Employee when Information Is Not Provided. Disclosure by or about a civilian employee of personal information requested for nomination to the Army Comptrollership Program such as position title, series and grade, annual salary and employment history is mandatory. Nondisclosure of information may prevent Department of the Army officials from giving employees full consideration for resources requested from Department of the Army to support proposed assignments.

CRITERIA FOR NOMINATION AND SELECTION. To be considered, a civilian ACP candidate should have (1) by the time classes start: (a) a “Secret” security clearance, (b) three years professional (GS-9 and above) Government resource management experience, and (c) five years total Government service; (2) be in grade GS-11 or above when applying; and (3) be (a) registered in the Comptroller Civilian Career program (CP 11) or (b) in a position with 50% or more duties supporting resource management (RM). RM positions are those that would be covered by CP 11 or by CP 26 (Manpower).

University Requirements. A foundation in mathematical concepts and skills is expected for the ACP’s strong quantitative methods focus. Candidates should also be conversant in the operation of personal computers and familiar with basic software application packages related to word processing, spreadsheets, graphics, and the Microsoft Excel data base. They should have as well a basic understanding of financial accounting principles.

Evaluation Factors. Evaluation criteria to be applied by the selection board include: career goals, demonstrated breadth of experience, leadership skills, potential for further advancement, and board interview results. These factors will influence ratings against the criteria: (1) the individual’s demonstrated performance in a variety of resource management positions; (2) the timeliness of this training program and a reasonable expectation that the acquired knowledge and skills will be utilized upon completion of training; (3) the probability of completion of the program, based on the nominee’s GMAT score, undergraduate grade point average and any actual experience in graduate course work; and (4) the extent of involvement in self-development activities such as off-duty job-related education/training and participation in related professional organizations.

NOMINATION REQUIREMENTS. Complete packages for the ACP, Class of 1999, will be assembled as shown below. Everything shown in the *left-hand column should be assembled in one copy--all single-sided pages--and sent through the MACOM DCSRM to the OASA(FM&C), Attn: SAFM-PO, by 13 November 1997.* Documents in the *right-hand column* will come from several separate sources but must all *reach Syracuse University Army Programs Office by 13 November 1997.* It is candidates' responsibility to ensure that documents for Syracuse University arrive on time and in good order.

To: HQDA (SAFM-PO)
109 Army Pentagon
Washington DC 20310-0109
Tony Polzak
(703) 697-2729, DSN 227-2729

To: Army Programs Office
310 School of Management
Syracuse, NY 13244-2130
Beverly Everding
(315) 443-2898

Cover Sheet, Army-Sponsored Training Application CPO Verification Checklist

Completed University Application

Tab A, Command Endorsements

Tab B, Army-Sponsored Training Application

Applicant's Personal Essay

Tab C, Supervisory Rating and Endorsement

Superior's Nomination Letter

Tab D, Operational Assignment Form

Tab E, Functional Review Form

Tab F, Supplemental Application Questionnaire

Tab G, DA Form 2302-R, Civilian Qualification Record

First Letter of Recommendation

Tab H, DA Forms 7222, Senior System Civilian Evaluation Report--Last 3 Annual Repts.

Second Letter of Recommendation

Tab I, College Transcripts

College Transcripts - direct from academic institution(s)

Tab J, GMAT Scores (or seating, with scores to follow)

GMAT Scores (or seating)

Tab K, SF 181, Race and National Origin Identification (Optional)

Cover Sheet, Army-Sponsored Training Application CPO Verification Checklist

See attachment 3, pp. 3-1 and 3-2. The certifying civilian personnel official must ensure that required material is included in the nomination package when forwarded. "Applicable Harvard or Syracuse Forms" are college transcripts and GMAT scores, tabs I and J.

Tab A, Command Endorsements. Strong command endorsements citing recognized work accomplishments add significant value to candidates' applications, in the views of past selection board members. Commanders will also rank-order multiple candidates.

Tab B, Army-Sponsored Training Application, attachment 3, page 3-3. In block 13, Motivation for Attendance, state short- and long-term career goals; express desire to attend the ACP, including how it would fit in pursuit of career goals; assess how both candidate and the Army would benefit from ACP; acknowledge AR 690-400 training agreement obligations and willingness to remain in the service of DoD for at least 42 months following ACP graduation; state willingness to abide by Syracuse University rules and regulations; describe professional and personal expectations in an operational assignment; and assess ability to fill the required mobility agreement.

Tab C, *Supervisory Rating and Endorsement*, attachment 3, page 3-4. In block 18, comment on candidate's demonstrated performance and potential for progression to more responsible positions; the value or timeliness of ACP for candidate's career progression; candidate's ability to master complex subject matter and to adjust to a variety of academic disciplines; and candidate's leadership and teamwork abilities, such as from experiences in uncertain environments or under stressful conditions.

Tab D, *Operational Assignment Form*, attachment 3, page 3-5. Candidate will state preferences for work location, job series, and command level. Supervisor will identify and recommend an operational assignment in the same command or agency for the candidate. The form may also be used to describe a command assignment for another ACP candidate.

Tab E, *Functional Review Form*, attachment 5, pages 3-6 and 3-7. Complete entries for Activity (ACPM) and Major Command (MCPM) Career Program Managers, but leave the Functional Chief Representative (FCR) blocks blank.

Tab F, *Supplemental Application Questionnaire*, attachment 3, pages 3-8 through 3-14. Complete as instructed. Note that CP 11 ACCES accomplishment statements may be used as the write-ups; and, if one is not registered in ACCES, this requirement presents an opportunity to develop the needed accomplishment statements.

Tab G, *DA Form 2302-R*, Civilian Qualification Record, dated and signed.

Tab H, *DA Forms 7222, Senior System Civilian Evaluation Report*. Submit the last three annual reports, and/or a statement from the current supervisor why any of them are not available. Do not include temporary or special appraisals.

Tab I, *College Transcripts*, one of each showing undergraduate or graduate work. Two official copies must be sent directly from each school to the SU Army Programs Office.

Tab J, *GMAT Score*. Candidates must have taken the GMAT later than June 1993. A score of 500 and/or ranking at the 55th percentile generally indicate probable success in the program. GMAT scores must be available at the time the ACP selection board convenes in mid January 1998. The board reserves the right to further consider candidates below a score of 500, as appropriate. Submit scores of GMAT taken later than June 1993 with nomination packages, and request the Educational Testing Service (ETS) to send the same scores directly to Syracuse University, school code 2823. Otherwise, arrange with ETS to take the GMAT in June or October 1997, with results to be sent both to the candidate and to school code 2823. If GMAT scores have not arrived prior to local deadline for submitting ACP nominations, then do not forget to forward the scores when received. GMAT scores are due to the University and to HQDA, mailing addresses above, by 13 November 1997. Nominees whose GMAT scores are not available when the ACP selection board convenes may not be further considered.

Tab K, *SF 181, Race and National Origin Identification*. Optional.